

Document Revision and Numbering Standard



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CREATING / UPDATING DOCUMENTS

Check whether there is an existing document for your subject. If there is, update it. Transfer it to the newest template if this has not already been done. Insert a *Draft* watermark on the document until the final version.

Replace *Subject* in the header of the template with your service or product name. Replace *Title* with the rest of the document title. Replace any instructional or placeholder text with your specifics. Be consistent with the service/product name throughout the document. If you will be using an abbreviation or acronym (such as FAQ), use the full name the first time with the abbreviation or acronym in parentheses, and then use the short form for repeated references.

Include any illustrations (screenshots, diagrams, etc.) throughout the document, as appropriate.

REVISION BOX

DATE

In the revision box, record the date in this form: month, day, full year, e.g., 4/30/2017, 12/21/2019.

VERSION NUMBERING AND NOTES

Drafts will increase by .1. The first draft will be .1, followed by .2, .3, etc. Version .1 will only have “Initial draft” (as shown below) under *Notes*. In drafts that follow .1, record the changes during the draft process under *Notes*. These rows will not be included in the final version of the document (1.0) but will be kept in the filed draft versions.

Document Revision History

Date	Version	Editor / Author	Notes
4/27/2016	.1	Jane Doe	Initial draft
4/30/2016	.2	Miles Standish	Added information about State requirements.
5/2/2016	.3	Abigail Adams	Revised to standardize verbiage.

Example - Revision Box: From Drafts to Final

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Final documents will increase by 1.0. The initial final document will be 1.0, followed by 2.0, 3.0, etc. Version 1.0 will only have “Initial version” (as shown) under *Notes*.

Document Revision History

Date	Version	Editor / Author	Notes
6/1/2016	1.0	Jane Doe	Initial version

Example - Revision Box: First Final Version

Draft versions after 1.0 will be 1.1, 1.2, etc., but these numbers and rows will not be included in the published version, which will go to 2.0, 3.0, etc. In drafts that follow 1.0 (the first final document), record the changes during the draft process as before.

Date	Version	Editor / Author	Notes
6/1/2016	1.0	Jane Doe	Initial version
5/1/2017	1.1	Atticus Finch	Draft version working toward 2.0 final. Reviewed with minor changes only.
5/3/2017	1.2	Jane Doe	Added new info regarding solution change.
5/10/2017	1.3	Jane Doe	Edited for clarity. Updated to current template.

Example - Revision Box: Drafts After First Final Version

Bring the recorded changes from the drafts together in the final version (2.0, etc.) as a summary under *Notes*.

Date	Version	Creator	Notes
6/1/2016	1.0	Jane Doe	Initial version
6/1/2017	2.0	Jane Doe	Reviewed with minor changes only. Added new info regarding solution change. Edited for clarity. Updated to current template. Final.

Example 1 - Revision Box: Versions After First Final Version

OR:

Date	Version	Creator	Notes
6/1/2016	1.0	Jane Doe	Initial version
6/1/2017	2.0	Jane Doe / Atticus Finch	Reviewed with minor changes only. Added new info regarding solution change. Edited for clarity. Updated to current template. Final.

Example 2 –Revision Box: Versions After First Final Version

Sometimes changes occur during the year that necessitate revisions outside of the annual review process. Revisions made to the published document post-publication will increase by 1.0.

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A WORD ABOUT ROWS

When you need a new row in the revision box, go to the last row / last column and hit <TAB>. Do not keep extra empty rows for next time. When working with others on the draft process, you may want to include one extra row for revisions with the next number so that the numbering remains consistent, but do not do this in the final version.

Date	Version	Creator	Notes
6/1/2016	1.0	Jane Doe	Initial version
5/1/2017	1.1	Atticus Finch	Draft version working toward 2.0 final. Reviewed with minor changes only.
5/3/2017	1.2	Jane Doe	Added new info regarding solution change.
5/10/2017	1.3	Jane Doe	Edited for clarity. Updated to current template.
	1.4		

Extra Row in Drafts Only for Consistent Numbering

NON-STANDARD NUMBERING FROM OLDER DOCUMENTS

Note: Lorem Ipsum filler text is used in the *Notes* column for this section below, except for the new row.

Some earlier versions of documents use other numbering formats or inconsistent numbering. They might include draft rows and/or numbering in the final version or repeat the version number above, for example. Count the number of previous versions listed. For your new revision row, start .1 after that, preparing to go to the next full number in the final.

For instance, if you have the numbering below . . .

Date	Version	Creator	Notes
3/4/2014		George Knightley	Lorem ipsum dolor sit amet, consectetur adipiscing elit.
5/1/2014	1.1	Adela Rogers St. John	Curabitur arcu magna, fermentum nec accumsan eu, maximus non dolor.
9/2/2014	1.2	James Moriarty	Integer risus dui, volutpat sit amet ligula non, suscipit volutpat augue.
2/10/2015	1.2	Charles DeGaulle	Nunc dignissim eleifend purus a porttitor.

. . . you count the revision rows. In this case, there are four previous versions in the published document. Your new draft will start as 4.1 working to a new final version of 5.0. Leave the numbers as listed but transition to the current format.

9/27/2017	4.1	Jo March	Draft version working toward 5.0 final.
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EXAMPLE – HISTORY OF A DOCUMENT THROUGH TWO VERSIONS

Breaks between tables show draft rows do not carry over to final versions.

Document Revision History

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4/27/2016	.1	Jane Doe	Initial draft
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5/3/2017	1.2	Jane Doe	Added new info regarding solution change.
5/10/2017	1.3	Jane Doe	Edited for clarity. Updated to current template.

Date	Version	Creator	Notes
6/1/2016	1.0	Jane Doe	Initial version
6/1/2017	2.0	Jane Doe	Reviewed with minor changes only. Added new info regarding solution change. Edited for clarity. Updated to current template. Final.

If there are any questions about this, please contact the Policy Initiatives Office.